

**First United Methodist Church  
Governance Board Meeting  
August 21, 2023**

Attendance: Craig Dobbins, Perry Brown, Lola Huggins, Larry Huggins, John Norberg, Pastor Duane Carlisle, Kathy Vill Amanda Rowe, Dorothea Goold, Anna Clark, Rebecca Kaverman, Denny Frank, Mike Johnson, Reid Hochstedler

**Opening (7:09 PM)**

- An opening prayer was offered by Pastor Duane.

**Adoption of Agenda**

- The agenda was distributed. There were no suggested changes to the agenda. **It was moved and seconded to accept the agenda as presented. The motion passed.**

**Minutes**

- The minutes of the August meeting were distributed by email. Kathy Vill indicated she was not receiving these emails. She has been added to the email list. There were no additions or corrections suggested. **It was moved and seconded to approve the July minutes. The motion passed.**

**Pastors Report - Duane Carlisle**

- Duane reported the church had a good presence at Out Fest which was held earlier in the month.
- There were nearly 50 people at the picnic to discuss steps for improving our Family ministry efforts. There will be additional information about Family Ministry plans coming soon.
- In addition to establishing a Family Ministry team, the formation of a Finance and Budget team and a Hospitality team is under way. The Finance and Budget team will include a Governance Board member and others. The membership of the Hospitality teams will be similar. During discussion, it was suggested the report on hospitality from the Fruitful Congregation project might be a good source of ideas.
- The International Dinner welcoming international students to Purdue had an attendance of about 200 people. In addition to First Church, other Methodist Churches and the Wesley Foundation supported this activity.
- Plans are progressing for the “We’re Out” event. A display from the Matthew Shepard Foundation will be exhibited during the We’re Out event. It is hoped that a panel discussion can also be organized.

**Treasurer Report – Larry Huggins**

Larry provided the attached summary of income and outflows. The outflows have exceeded income requiring transfers from operating reserves. These transfers for the **first six months** of 2023 have totaled \$107,000. This is a big increase from 2022 (**annual transfer of \$58,488**) and 2021 (**annual transfer of \$62,300**).

Larry also indicated that as the result of conversations about issues surrounding the trustee of the Nola Gentry trust, new information was revealed about Nola's desires for how these funds were to be used. It was Nola's desire that some of these funds be used to support youth activities. Beginning in April, 2023, \$2, 000 are being designated for youth ministry staffing.

### **Trustees – Don Caddy**

The change in Trustee for the Nola Gentry Trust is moving forward. The beneficiaries have interviewed four different companies that provide trust management services. There was general agreement among the beneficiaries that First Source Bank & Trust appeared to be the best. While First Source knows about trust management, they do not have expertise in managing farm properties. As a result, a professional farm manager will be hired. After a brief discussion, **it was moved and seconded to support the selection of First Source as the trustee for the Nola Gentry Trust. The motion passed.** First Source will select the farm manager.

Work on the narthex continues. We experienced a surprise regarding the second-floor flooring. Because of the unevenness of the second floor, the flooring selected cannot be used. The flooring purchased will be used in the Youth Room and carpet will be ordered for the second-floor landing.

Alternatives to provide better door security continue to be tested. Other items are contained in the attached Trustee report.

### **Governance Board Meeting was adjourned.**

### **Staff Parish Relations Committee Meeting was called to order.**

Kory Pritchett continues to progress through the steps required to become a Local Pastor. Given the current progress, he will be in a position to accept an appointment in November. The discussion raised the following issues:

- What is it that Kory is looking for in a position?
  - He does not appear to have a strong interest in working with youth.
  - There needs to be additional discussions with Kory in order to better understand his interests.
- How large a time commitment can Kory make to a position?
  - Kory seems to prefer to Limit the time commitment to quarter-time.
- What are the critical needs of First Church?
- There needs to be a job description.
- Minimum salary guidance for a full-time Elder, Deacon, or Other Conference is \$43,000.

### **Adjournment**

A closing prayer was offered by Anna Clark and the meeting adjourned at 8:50 pm

Submitted by Craig Dobbins, Secretary

# First United Methodist Church of West Lafayette

## August 21, 2023 Governance Board Meeting

### Agenda

1. Welcome
2. Attendance
3. Opening Prayer
4. Adoption of Agenda
5. Approval of Minutes
6. Reports (to include positive developments and areas of concern)
  1. Senior Pastor  
Upcoming charge conference
  2. Review and adopt Treasurer's Report
  3. Trustee Report
  4. Staff Parish Relations Committee (SPRC)
  - Issues of interest
  3. Children /youth ministries position search
  4. Progress on the work in the Narthex
  5. Upcoming Fall events
  6. Continued discussion around church security plan
7. Q & A
8. Closing



2020 General Checking Acct. Activity: Chase ...5631 (includes VNS payroll+Cc)					Contributions+Special Offerings History				
Month	"Income"	Outflow	Net	*	2023	2022	2021	2020	201
Jan	\$ 111,705.86	\$ 107,558.41	\$ 4,147.45	inc. \$20K M-S & 40K Fnd	\$ 54,534	\$ 62,422	\$ 67,577	\$ 74,812	\$ 39,521
Feb	\$ 61,480.94	\$ 100,279.25	\$ (38,798.31)		\$ 32,478	\$ 54,434	\$ 30,799	\$ 37,625	\$ 40,745
Mar	\$ 116,291.92	\$ 112,068.68	\$ 4,223.24	Inc. \$25K M-S; 47.1 Fnd	\$ 22,017	\$ 30,323	\$ 30,112	\$ 40,404	\$ 58,045
Apr	\$ 98,474.49	\$ 68,627.24	\$ 29,847.25	Inc. \$21.4K M-S & 36K Fnd	\$ 23,885	\$ 30,578	\$ 34,503	\$ 35,324	\$ 59,132
May	\$ 99,004.50	\$ 111,226.84	\$ (12,222.34)	Inc. \$32K M-S	\$ 29,041	\$ 21,336	\$ 30,770	\$ 38,539	\$ 44,928
Jun	\$ 46,331.89	\$ 68,471.19	\$ (22,139.30)		\$ 24,352	\$ 24,286	\$ 34,325	\$ 24,425	\$ 55,454
Jul	\$ 58,612.64	\$ 46,754.13	\$ 11,858.51	inc. \$20K M-S	\$ 25,370	\$ 20,519	\$ 22,689	\$ 38,926	\$ 44,814
Aug						\$ 31,202	\$ 27,287	\$ 31,219	\$ 38,902
Sep						\$ 20,043	\$ 20,352	\$ 32,706	\$ 54,186
Oct						\$ 29,321	\$ 34,655	\$ 38,952	\$ 49,555
Nov						\$ 28,400	\$ 28,209	\$ 88,352	\$ 94,793
Dec						\$ 24,255	\$ 48,179	\$ 66,970	\$ 89,334
Totals	\$ 591,902.24	\$ 614,985.74	\$ (23,083.50)	Annual	\$ 211,677	\$ 377,119	\$ 409,457	\$ 548,254	\$ 669,409
FUMC^	\$ 478,190.68	\$ 501,274.18	\$ (23,083.50)	Year-To-Date Totals	\$ 211,677	\$ 243,898	\$ 250,775	\$ 290,055	\$ 342,639
YTD Differences					\$ (32,221)	\$ (6,877)	\$ (39,280)	\$ (52,584)	
Annual Differences					\$ (32,338)	\$ (138,797)	\$ (121,155)		

\*Each month's income includes \$2K of parsonage investment return funding; also, beginning in Apr. \$2K for youth ministry staffing from Gentry fund  
^Excludes VNS payroll and Credit card reported monthly via ...5361

**2023 YTD Surplus/(Shortfall): FUMC Income - FUMC Outflows - Infusions from Savings/Investments** **\$ (130,084)**  
**Of the YTD shortfall, saving/investment withdrawals funded:** **\$ 85,000** **+** **\$ 22,000** **Recurring pgm support**

**2022 Year's Shortfall: Total Income - Total Outflows - Infusions from Savings/Investments:** **\$ (58,488)**  
**2021 Year's Shortfall: Total Income - Total Outflows - Infusions from Savings/Investments:** **\$ (62,300)**

## Trustees Report

August 21, 2023

### Narthex

- ❖ Starting to put up drywall.
- ❖ Lights start coming in this week.
- ❖ Changes
  - Found out that the LVT (Vinyl Tile) will not work on the balcony due to floor irregularities.
    - Changing the Balcony to carpet tiles.
    - LVT is already purchased so we are repurposing it to replace the floor in the Sr. High Room.
    - Also getting the Sr. High Room painted prior to the new floor.
  - Added some carpet areas to replace the damaged carpet.
    - Doorway to AC – Circle of LVT
    - Entry by Kitchen – Walk Off carpet.
    - Outside office – LVT
  - Total cost approximately \$15,000. Still operating within the initial budget contingency funds
- ❖ Running a bit behind due to supply issues (Tile, light fixtures, etc.)

### Updates

- ❖ Ben Hinman replaced all the batteries in the emergency lights.
- ❖ Need to make sure that when you leave you check all the doors, turn off all the lights, and set the alarm. We have found numerous occasions where these things are not being done.
- ❖ Working on networks upgrades to Wifi, adding cameras for increased security, putting in cable runs to areas that will not be readily accessible.
- ❖ Contracted with Mr Fence-it to replace the playground fence with black chain link. Expanding the playground 10' to the North.



## Short-term projects (Always looking for help on this stuff)

- ❖ Replacing battery ballasts in classrooms with LED version (3 to go)
- ❖ Replacing canopy lights with LED (ask contractor for a quote)
- ❖ Running some additional network cable for cameras and wireless access points
- ❖ Added a new Network Attached Storage device to provide additional reliable storage for the AV system.
- ❖ Installing new door controls.

## Security updates

- ❖ Adding additional cameras to the security system
- ❖ Testing a new card reader / doorbell option. This lets someone ring the doorbell which alerts whoever we have designated, and that person or persons can answer the door with video and voice and then remotely unlock the door. (Est cost \$1,200)
  - Going to test a new functionality that ties the cameras to the access system to give a better view of who is at the door. Also tracks better who is coming and going. (No cost – I hope)
- ❖ Testing a new phone system (Est cost \$3,500 – Saves \$100 per month in phone service)
  - Replace existing system that is having issues.
  - Ties in to the door access so you can “answer” the door on your desk phone
- ❖ Having a contractor quote putting a door at the office end of the first-floor hallway (est cost TBD)
  - We would add scan card entry to that door and the basement door.

## Facility Needs

### 1. HVAC.

1.1. Furnace – In good shape for the foreseeable future. 3-6 years on Unit 2 I imagine as it is the oldest and was not replaced with an all stainless steel model

#### 1.1.1.Replacement priority

	Unit	Area	Size (BTU)	Cost(est)	Replaced
1.1.1.1.	6	AC	250,000	\$11,567	3/2023
1.1.1.2.	3	2 <sup>nd</sup> Floor	350,000	\$14,780	3/2023
1.1.1.3.	5	Narthex	125,000	\$8,820	3/2023
1.1.1.4.	1	Office	100,000	\$8,313	3/2023
1.1.1.5.	2	1 <sup>st</sup> Floor			12/2016
1.1.1.6.	4	CLC	350,000	\$10,579	1/2020

Paid for by the Foundation

### 1.2. Air Conditioner compressors

1.2.1.Compressor in CLC until failed. Cost to replace \$10,236.22

1.2.2.Leads me to believe that the compressors are in the same ballpark as the furnaces.

1.2.3.Contractor said that there is no reason to think that they will all start failing as they operate under difference circumstances.

	Unit	Area	Size (Tons)	Cost	Replaced
1.2.3.1.	1	Office		\$6,500 est	
1.2.3.2.	2	1 <sup>st</sup> Floor			
1.2.3.3.	3	2 <sup>nd</sup> Floor	25	\$10,000 est	
1.2.3.4.	5	Narthex		\$7,000 est	
1.2.3.5.	6	AC		\$9,000 est	
1.2.3.6.	4	CLC	25	\$10,236.22	7/2020

Paid for by the Foundation

### 2. Stonework around church

It was pointed out by the painter that the stonework around the church is coming apart in places need to find a vendor that can fix it and get an estimate.

### 3. Playground fence

Needs replaced. Leaning and wires are coming out of it.

\$6,000 for black coated chain link <https://www.alumi-guard.com/commercial-flat-top/>

\$12,000 for Aluminum ornamental fencing (25 year guarantee)

### 4. 'Hearing Assistance

Our hearing assistance system has been dead for some time. There are new system available that use the Wireless network so that people can either use their phones or a separate device that we could provide. This would require some upgrades to our current WIFI network. This is all still far less invasive or expensive as hearing loop systems.

This would support a system in the CLC and AC but not a sound system for the AC.

Total Cost Estimated at \$20k



5. Carpet is 17 old

5.1. Estimated cost (\$4 per square foot installed)

Area	Square Feet	Est Cost
Office	3,000	\$12,000
1 <sup>st</sup> Floor education	6,500	\$26,000
2 <sup>nd</sup> Floor Education	6,500	\$26,000
Narthex	3,750	\$15,000
AC	3,250	\$13,000
Sanctuary	5,000	\$20,000
Choir	1,250	\$5,000
Balcony/Sr High	2,175	\$8,700

6. Wallpaper damaged and coming down in the AC

6.1. No idea on cost

7. Siding and exterior

7.1. The painting contractor indicated that the siding is not installed properly and is loose in many areas. They fixed what they could but said to budget for new siding in the next 10 years. He is going to provide a budgetary estimate on cost so we can budget accordingly.

7.2. There are areas where the stone is coming off. These will need to be dealt with next summer.

8. Parsons Tree

8.1.1. Is dying. Estimate \$2,500 to replace

8.1.2. Going to wait until it is showing more signs of an issue as it seems to be hanging in there.